

**HEADQUARTERS  
EIGHTH UNITED STATES ARMY  
UNIT #15236  
APO AP 96205-5236**

**Eighth US Army Regulation  
No. 690-335**

**19 July 2004**

**(Effective 20 July 2004)  
Civilian Personnel**

**KOREA REGION MERIT PROMOTION PLAN**

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms are prohibited without prior approval from the Commander, Eighth US Army, (EAGA-CP-SES), Unit #15236, APO AP 96205-5236.

**INTERNAL CONTROL PROCESS.** This regulation does not contain management control procedures.

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**\*This regulation supersedes EUSA Reg 690-335, dated 1 May 1998.**

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## **CHAPTER 1**

### **GENERAL**

**1-1. PURPOSE.** This regulation establishes policy, assigns responsibility, and prescribes procedures to be followed in the administration of the Merit Promotion Plan (MPP) for United States (U.S.) citizen employees. This plan complies with the requirements of applicable Office of Personnel Management (OPM), Department of Defense (DOD), Department of the Army (DA), and Major Command (MACOM) regulations.

**1-2. APPLICABILITY.** This regulation is applicable to all activities serviced by the Civilian Personnel Operations Center (CPOC), Korea. Coverage also includes competitive positions occupied by employees hired under special excepted service appointments, (e.g., Veterans' Recruitment Appointment (VRA), Severely Handicapped Persons, Family Members, etc.).

### **1-3. REFERENCES.**

a. Required publications.

(1) AR 690-600 (Equal Employment Opportunity Discrimination Complaints). Cited in paragraph 8-5c.

(2) USFK Reg 690-1 (Regulations and Procedures - Korean Nationals). Cited in paragraph 1-5c.

(3) 29 CFR 1614. Cited in paragraph 8-5c.

(4) Part 300, Subpart F, Title 5 CFR. Cited in the glossary.

b. Related publications.

(1) Sections 3110 and 7106, Title 5, United States Code.

(2) AR 690-300, Chapter 301 (Overseas Employment).

(3) AR 690-300, Chapter 335 (Promotion and Internal Placement).

(4) DODI 1400.23 (Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas).

(5) DODI 1404.12 (Employment of Spouses of Active Duty Military Members Stationed Worldwide).

**1-4. ABBREVIATIONS AND TERMS.** Abbreviations and terms used in this regulation are explained in the glossary.

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### **1-5. POLICY.**

a. It is the policy of the CPOC to fill vacant positions in the competitive service on the basis of merit. It is also CPOC policy to afford maximum opportunity for continuity of employment and optimum development and utilization of employee skills. Consideration will be given to all applicants without regard to political, religious, labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, handicap, age, or any other non-merit factor. Individuals who rate and select merit promotion candidates will treat information in accordance with (IAW) Privacy Act. The Civilian Personnel Advisory Centers (CPACs) will be responsible for providing management assistance in complying with this policy.

b. Military spouses will be given preference when filling U.S. appropriated fund positions through competitive procedures (grades GS-1 through GS-15, or equivalent wage grade), if they are determined to be among the best qualified. Military spouses and family members eligible for appointment under the Schedule A appointing authority will not be appointed under the Overseas Limited Appointing (OLA) authority. The position must be a continuing position that is expected to last one year or longer. Military spouses will have preference over family member preference eligibles when they are determined to be best qualified. In overseas areas, spouses can begin applying for positions 30 days prior to their sponsor's reporting date to the new duty station, but spouses do not receive preference until they arrive in country.

c. Only family members of U.S. Forces military or DOD civilian personnel may be placed on a Korean National (KN) position under the provisions of USFK Reg 690-1, provided that no well-qualified in-service KN employees are available. Resumix procedures will be used to fill vacant KN positions with family members. If a vacant KN position is reengineered, restructured or changed during the recruitment process, the action must be returned to the KN Recruitment Section for appropriate action.

d. Employees on appointments under the Schedule A, 213.3106(b)(6) authority who subsequently lose family member status must compete for continued employment as outside applicants without family member preference for U.S. citizen positions.

**1-6. PROHIBITED PRACTICES.** No official may, in recommending or selecting candidate(s) for promotion, give preference to any person based on non-merit or non-job-related considerations. Misassignments, excessive noncompetitive details, temporary promotions and undue delays in making selections will be avoided. Any official who discriminates based on non-merit factors in the rating of an employee for promotion, or making a selection for promotion, is subject to disciplinary action.

**1-7. NEPOTISM (EMPLOYMENT OF RELATIVES) AND PERSONAL FAVORITISM.** No official may, in recommending or selecting candidates for promotion, show or give preference to any candidate based upon factors not pertinent to the candidate's qualifications including personal friendship, kinship, or political connections. A public official may not appoint, employ, promote, or advance one of his relatives (by blood or marriage) to a position in his agency, nor may he advocate a relative for appointment, employment, promotion, or advancement in the agency. These provisions apply to all individuals in the rating, ranking, evaluation, and/or selection processes for actions under this regulation.

## **CHAPTER 2**

### **RESPONSIBILITIES**

**2-1. MANAGERS AND SUPERVISORS.** Managers and supervisors are responsible for–

- a. Familiarizing themselves with, actively supporting, and recommending improvements to this plan.
- b. Keeping subordinates fully informed of the basic principles, policies, and operations of this plan and providing new employees access to this plan, <http://8tharmy.korea.army.mil/G1/CPD/>.
- c. Applying the principles and procedures established in this regulation including positive support of the Equal Employment Opportunity (EEO) and Affirmative Action Programs (AAP).
- d. Anticipating personnel needs and initiating actions promptly for recruitment.
- e. Assisting in job analysis, developing selective placement criteria and identifying required and/or desired Resumix skills.
- f. Serving or releasing subordinates to serve as subject matter experts (SMEs) and raters for job analysis and rating/ranking or selection panels.
- g. Ensuring employees who are absent from work for legitimate reasons (TDY, leave, illness, etc.), receive consideration for promotion within the organization in which they work. The employee must specify in writing the types of positions and grade levels for which they would like consideration.
- h. Scheduling interviews with candidates referred for selection, if desired. The selecting official may elect to interview all, some, or none of the candidates referred; however, job-related criteria must be used to determine which candidates to interview.
- i. Ensuring all candidates referred is considered without regard to discrimination or favoritism based on personal relationship, kinship, or patronage.
- j. Preparing written Individual Training Plans prior to EOD for VRAs below the GS-11 and for formally designated upward mobility positions.
- k. Making selections from any appropriate candidate source.
- l. Validating position descriptions used in the recruitment process.
- m. Identifying the recruitment sources to be used in filling their vacant position(s) and forecasting workforce changes, i.e., retirements, PCS, etc.

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n. Releasing selected employees no later than the beginning of the second pay period following notification of selection, unless the releasing and gaining officials agree to a later release date. If a permanent change of station (PCS) move is involved, the selected employee will normally be released within 30 days for PCS moves within Korea and 45 days for PCS moves out of the country.

### **2-2. CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC).** The CPOC is responsible for--

a. Administering, evaluating, and revising this plan based on regulatory requirements, needs of the serviced organizations, EEO requirements, and affirmative employment program plans.

b. Assuring that merit policies, principles, and procedures of this plan are fulfilled.

c. Providing technical guidance and staff assistance to the Army CPACs in Korea.

d. Preparing and disseminating vacancy announcements, rating applications, ranking applicants, and referring the best-qualified candidates to the selecting official.

e. Keeping employees fully informed and on a timely basis, of the status of their applications, using the Automated Notification System Web-Enabled Response (ANSWER).

f. Assuring that documentation of all actions is IAW regulatory requirements.

g. Assisting selecting officials with the modification of required and desired Resumix skills.

h. Responding to inquiries from applicants, managers, EEO officials and other appropriate parties. Inquiries will normally be answered within three business days of receipt. When the inquiry cannot be resolved or answered within three business days, an interim response will be provided to the appropriate party with an estimated completion date.

i. Making allowance and benefit determinations prior to issuance of PCS orders or EOD for local hires.

j. Validating selections IAW laws, rules, and regulations.

### **2-3. CIVILIAN PERSONNEL ADVISORY CENTER (CPAC).** The CPAC is responsible for--

a. Advising and assisting supervisors/management and employees in carrying out related responsibilities.

b. Providing technical guidance and staff assistance to commanders, supervisors, and employees in collaboration with CPOC staff as needed.

c. Analyzing data in consultation with operating officials on turnover, prospective retirements, and anticipated workforce changes, etc., to identify potential staffing needs and available candidate sources.

d. Assisting commanders, operating officials, and supervisors in planning early recruitment to fill anticipated vacancies.

e. Assisting management or subject matter expert(s) (SME) with job analysis to identify the necessary skills required for successful job performance.

f. Providing training on personnel systems and tools including how to apply, Resumix, FASCLASS II, and ANSWER <http://cpol.army.mil>.

**2-4. EQUAL EMPLOYMENT OPPORTUNITY OFFICE.** The EEO Office is responsible for--

a. Reviewing actions taken under the merit placement plan to ensure opportunities for all candidates are consistent with affirmative action plans.

b. Working in conjunction with supervisors/managers and personnel representatives to assure recruitment efforts are reaching potential employment sources that include minorities, women, handicapped individuals, and other special emphasis groups.

**2-5. EMPLOYEES.** Employees are responsible for--

a. Keeping informed on provisions of this merit placement regulation and following appropriate procedures when applying for vacancies.

b. Regularly checking CPOL for Army job opportunities and vacancy announcements and submitting a resume into the central database prior to self-nominating for vacancies.

c. Reviewing vacancy announcements and submitting self-nominations for vacancies for which they are interested and meet the qualification requirements, to include positions which would more fully utilize their skills and abilities. Self-nominations must be submitted not later than midnight Eastern Standard Time on the closing date of the announcement.

d. Seeking advice and assistance from their supervisors in planning for development to prepare themselves for more responsible assignments.

e. Taking advantage of opportunities for self-development and acquiring the skills and training necessary for advancement.

f. Participating with the CPAC and supervisor, when requested, in establishing job-related evaluation criteria essential or desirable for vacancies to be filled.

g. Furnishing the CPAC with an acceptance or declination normally by close of business the second work day after notification of selection.

## **CHAPTER 3**

### **COVERAGE AND EXCLUSIONS**

**3-1. COVERAGE.** Coverage includes competitive positions occupied by employees hired under special excepted service appointments (e.g., VRA, severely handicapped persons, and family members). This plan applies to all competitive permanent promotions, to the recruitment and placement of employees into the Defense Civilian Intelligence Personnel Management System (DCIPS), attorneys, employees covered by the NAF Interchange Agreement, and the following:

a. Temporary promotions over 120 days: Prior service under all details to higher graded positions or temporary promotions, whether competitive or noncompetitive, during the preceding 12 months counts toward determining if the 120-day limit will be exceeded. A competitive temporary promotion may be made permanent without further competition provided the original temporary promotion was made under competitive procedures, the fact that it might lead to permanent promotion was made known to all potential candidates, and the area of consideration was the same as required for a permanent promotion. Competitive temporary promotions may be extended for up to five years.

b. Details of more than 120 days to higher grade positions or to higher level sets of duties: Prior service in noncompetitive temporary promotions or details to a higher grade or set of duties, whether competitive or noncompetitive, during the preceding 12 months counts in determining if a proposed detail will exceed the 120-day limit. An employee need not meet time-in-grade or minimum qualification requirements to be detailed. However, all positive education, license, and accreditation requirements must be met and the employee must demonstrate an ability to perform the duties of the position.

c. Selection for training, which is part of an authorized training agreement, part of a promotion program, or required before an employee may be considered for promotion.

d. Reassignment, or change-to-lower grade to a position with more promotion potential than the highest grade held on a non-temporary basis.

e. Reinstatement of a former Federal employee to a permanent or temporary position at a higher grade than previously held on a non-temporary basis in the competitive service.

f. Transfer to a position at a higher grade or with more promotion potential than a position previously held on a non-temporary basis in the competitive service.

g. Selection from the Reemployment Priority List for a job at a higher grade than the one last held in a non-temporary status in the competitive service.

**3-2. NONCOMPETITIVE ACTIONS.** Competitive procedures do not apply to--

a. A promotion resulting from the upgrading of a position without significant change in the duties and responsibilities due to issuance of a new classification standard or the correction of a classification error.

b. A position change permitted by reduction-in-force (RIF) procedures.



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c. Career promotion without competition, when at an earlier stage the employee was selected under competitive procedures for an assignment intended to prepare the employee for a higher-grade position. The targeted position and grade must be documented on the Request for Personnel Action (RPA) and on the merit promotion announcement. Promotion to the next higher grade is contingent upon the recommendation of the supervisor, the employee meeting the higher qualification/eligibility requirements, successfully performing the current and higher level duties, and a continuing need for the position. An employee in a career ladder position is not automatically entitled to a promotion. Submission of a RPA constitutes management's recommendation to promote the employee to the next grade. Management retains the right to determine when an employee will be promoted.

d. A promotion resulting from the addition of duties and responsibilities. The following criteria should be considered when determining if competition is needed to adhere to the spirit and intent merit principles:

(1) There are no other employees at the same grade in the unit supervised by the selecting official who are performing duties substantially the same as those performed by the employee before the addition of the new duties and responsibilities.

(2) The employee continues to perform the same basic functions as those in the former position, and the duties of the former position are in the new position.

(3) The addition of the duties and responsibilities does not adversely affect another employee's position, such as job abolishment or reduction in known promotion potential.

e. A promotion or transfer up to and including any grade previously held in a non-temporary position in the competitive service or in another merit system for which OPM has approved an interchange agreement. Eligible candidates may be referred at any time during the recruitment process.

f. An employee within the serviced workforce who is receiving grade, pay or salary retention benefits due to involuntary placement in lower grade positions for reasons such as reduction-in-force (RIF), correction of classification error, or declination of a transfer of function, will be entitled to special consideration for repromotion as an exception to competitive promotion procedures. In addition, special consideration for repromotion may be accorded employees who have been changed to lower grade without personal cause and not at their request. Consideration of qualified eligibles for repromotion will precede efforts to fill the position non-competitively or competitively organization. Written justification for non-selection must be submitted through channels to the CPOC. If the repromotion eligible declines a valid offer of a position, the grade/pay of which is equal to or higher than the retained grade/pay, he or she will lose the special consideration for repromotion.

g. Priority consideration will be granted when reconstruction of an action shows that the candidate would have been in the best qualified group and could have been selected, but for a procedural, regulatory, or program violation. Priority consideration does not mandate selection. The CPOC will provide written notification to the applicant and the servicing CPAC explaining the reason(s) priority consideration is being afforded and another written notification when priority consideration has been afforded. One special noncompetitive priority consideration will be given for each instance in which an eligible employee was not properly referred for selection consideration. The "next appropriate vacancy" is one that meets all of the following conditions:

(1) A similar type of position in the same pay system as the position for which the candidate failed to receive proper consideration.

(2) One at the same grade level with no higher potential than the position for which consideration was lost.

(3) One in which the candidate has indicated prior interest.

**3-3. EXCLUSIONS.** This plan does not apply to the following:

a. Placement of individuals having statutory, regulatory, or administrative reemployment or restoration rights, or to whom a like employment obligation exists (i.e., employees returning from military service, reemployment of former employees separated by RIF whose names appear on the Reemployment Priority List). This includes employees who have retired or separated, or have been on injury compensation rolls because of their injury/disability and have fully or partially recovered and wish to be re-employed.

b. Placement actions involving employees adversely affected by RIF, base closures, transfer of function, or position reclassification, who are entitled to mandatory placement under the provisions of DOD, DA, and OPM priority placement programs. Employees in the process of being displaced or downgraded through RIF procedures or adverse action procedures through no fault of their own are also included.

c. Placement actions directed by OPM or other authority (DA, DOD, Office of Complaint Investigations (OCI)), Equal Employment Office Commission, Merit Systems Protection Board, or arbitrator), in order to correct violations of established laws, policy, or regulations.

d. Placement, through reassignment or change to lower grade, of employees to positions with no known promotion potential based on documented medical conditions or problems which occurred during the time of their employment which result in inability to perform the duties of the position.

e. Placement of surplus career interns.

f. Placements incidental to removal of employees from supervisory or managerial positions during the probationary period.

g. Appointments and subsequent conversion of excepted appointments of severely handicapped and mentally disabled employees to competitive service appointments.

h. Appointments and subsequent conversion to permanent appointments of eligible veterans with 30 percent or more disability who are serving on temporary or provisional appointments under Title 5, CFR 315.705(a)(2).

i. Non-Competitive VRA.

j. Promotion of an apprentice through various grades to the journeyman level.

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k. Employees who have entered into training under an OPM approved training agreement or executive development agreement may be given a career promotion upon satisfactorily completing the training, if the agreement specifically provides for the promotion.

l. Reassignment or change to lower grade of an employee to a position in the same agency, which provides no higher promotion potential than the position previously held. A request for reassignment or change to lower grade may be processed without the issuance of a referral list as long as the gaining supervisor requests the placement, the employee concurs in writing, and the CPOC determines that the employee meets the qualification requirements. This includes management directed reassignments to positions in their organization. An employee must serve at least 180 calendar days in the current position before being eligible to move voluntarily to another position at the same or lower grade. An exception may be granted if the losing supervisor provides written concurrence.

## **CHAPTER 4**

### **COMPETITIVE PROCEDURES**

#### **4-1. RECRUITMENT SOURCES.**

a. Minimum area of consideration. The area of consideration will be broad enough to ensure availability of quality candidates and provide for successful accomplishment of affirmative employment program goals. Normally, the minimum area of consideration for a position being filled under this plan is non-temporary employees serviced by the Korea Region CPOC and spouse preference eligibles, Veterans Employment Opportunities Act (VEOA) eligibles, NAF Interchange, Interagency Career Transition Assistance Plan (ICTAP), and family members on leave without pay. The minimum area of consideration must include applications received from internal Department of the Army employees. This minimum area may be designated by installation, (e.g., command, division or branch, etc.), or by geographic/commuting area which will produce sufficient qualified candidates. The minimum area of consideration when filling temporary positions will not be smaller than the Local Commuting Area. It is the responsibility of the CPOC, in coordination with the managers and CPAC staff, to identify both the area of consideration and the recruitment sources to be used to fill the vacant position.

b. Resumes from Members of the Armed Forces. Active duty personnel applying for consideration under this plan must be immediately appointable within 120 calendar days of the closing/cutoff date of the vacancy announcement.

#### **4-2. METHODS OF LOCATING CANDIDATES.**

a. Merit promotion announcements are the primary means used to locate candidates within the minimum area of consideration when filling positions under the competitive procedures of this plan. Vacancy announcements will be prepared by the CPOC and posted electronically.

b. Announcements may be one-time announcements for specific positions or open continuous announcements not to exceed 12 months for positions or a group of positions.

c. Open and closing dates for one-time announcements will provide for a minimum open period of seven calendar days. Resumes must be received at the Central Resume Processing Center not later than midnight Eastern Standard Time on the closing date of announcement. For open continuous announcements, the initial cutoff date will be a minimum of seven calendar days from the opening date. Candidates who apply after the initial cutoff date will be considered for subsequent vacancies provided that their resume is received prior to the subsequent cutoff date.

d. Announcements will normally include the items listed below. Where it is not practical to spell out in detail every part of this information, announcements will inform employees where the information can be obtained.

(1) Opening, initial cutoff dates (when applicable), and closing dates.

(2) Title, series, grade, and salary of the position.

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(3) Organizational and geographical/commuting area location of the position.

(4) Area of consideration, stated in terms of who may apply.

(5) Summary of duties.

(6) Minimum standards for eligibility which include minimum qualification standards or requirements established or approved by OPM. This may include specialized experience requirements or selective placement factors applicable to the position being field, such as ability to read, speak, and/or write a language other than English.

(7) Procedures for applying.

(8) EEO statement.

(9) Whether the position is one with known promotion potential and for which a subsequent career promotion is possible (if applicable).

(10) Statement notifying applicants that a temporary promotion may be made permanent without further competition (if applicable).

(11) Whether the position is temporary or permanent, if temporary, NTE date will be provided.

(12) Whether the position is designated as a trainee position. If designated a trainee position, the following information must be provided in the vacancy announcement:

(a) If consideration will be given at all grade levels or consideration will be given only at the entry level.

(b) A noncompetitive promotion potential statement.

## **CHAPTER 5**

### **CANDIDATE EVALUATION**

**5-1. GENERAL.** Candidate evaluation will be accomplished by using the Resumix procedures specified in the HQDA Resumix SOP <http://cpol.army.mil>.

a. To be eligible for promotion or placement under this plan, applicants must meet all eligibility requirements and minimum qualification requirements prescribed by OPM within 30 days of the closing date of the announcement.

b. The resume of an employee who self-nominates will be matched against the required and desired skills criteria approved by the selecting official. Applicants who meet the OPM defined minimum qualifications and eligibility requirements will be referred or not referred based on the results of comparing their resume to the skills required by the position. The automated functions are–

(1) Using the position description of record for the position being filled, the CPOC specialist applies the desired and/or required skills identified by the selecting official.

(2) Applicants who apply for consideration as VRA eligibles will only compete against other VRA eligibles. If applicants currently hold a VRA or other permanent career or career-conditional appointment, the applicant is not eligible to receive a new VRA. Applicants in this category may only apply as an “Inservice Army Eligible” or any other category for which they are eligible.

(3) The certificate of referral and applicants’ resumes will be sent to the selecting official and the CPAC via the electronic Web-Referral system. The CPOC will ensure that social security numbers are removed from all resumes sent to selecting officials.

(4) Candidates will be referred for all applicable appointing authorities and if selected will be appointed using the authority most advantageous to the applicant.

(5) Additional selections may be made from a certificate of referral within 90 calendar days of the initial date of issue.

## **CHAPTER 6**

### **REFERRAL**

**6-1. GENERAL.** Management has the right to select candidates from any appropriate sources (e.g., VRA, reemployment priority list, reinstatement, transfer, physically challenged, OPM certificate, etc.) before, during or after competitive procedures are applied. Management also retains the right to select or not select from a properly constituted list of best-qualified competitive candidates.

#### **6-2. REFERRAL AND SELECTION REGISTER.**

a. The automated referral list or a DA Form 2600 (Referral and Selection Register), will contain the alphabetical listing of the names of the best-qualified candidates for a specific vacancy. Candidates will not be listed in any rank order since those referred are considered to be substantially equal in qualifications.

b. The number of candidates referred for consideration will be influenced by the size and nature of the applicant pool and the number of qualified applicants in under-represented categories applicable to the position being filled. When military spouse preference candidates are determined to be among the best qualified, they will be referred ahead of the other candidates.

c. Because employees whose names are included on the original referral list sometimes decline, the selecting supervisor normally will be expected to make a second and third alternate selection from those remaining unless there are fewer than three available candidates. If the selecting supervisor does not wish to make a selection, a written request with justification should be submitted to CPOC to either cancel the recruitment action or to request additional names.

d. A selecting official may make additional selection(s) from a properly issued referral list within 90 calendar days from the original issuance date provided the position to be filled has the same title, series, grade, promotion potential and requires the same Resumix skills.

#### **6-3. CANDIDATES NOT WITHIN REACH FOR CONSIDERATION.**

Candidates who are not within reach for consideration due to other candidates processing higher preference eligibility (veteran and/or military spouse preference) normally will not be referred to selecting officials for consideration.

## **CHAPTER 7**

### **SELECTION**

#### **7-1. GENERAL.**

a. The selecting official may select any candidate referred on a referral list; however, a spouse preference eligible must be selected if referred as best qualified unless a written request or “passover” is approved by the appropriate major command. The selecting official will document the referral with the name of the selectee and alternates, and the reasons for selection. The referral list must be returned to the CPAC by the suspense date unless an extension is approved.

b. Reasons for selection must be based on merit factors and should be directly related to the requirements of the position being filled. When the vacant position is identified as one in which minorities and/or women are underrepresented, race, sex, or national origin may be considered as one factor in the selection process, but not as the sole or deciding factor. Selecting officials will not inform applicants of tentative job offers or commit positions to applicants.

c. Referral lists will be issued with a 14-calendar day suspense date. Requests to extend the referral beyond 14 days must be coordinated and forwarded to the CPOC through internal leadership channels for approval.

#### **7-2. INTERVIEWS.**

a. Interviews of referred candidates may be used as deemed necessary by the selecting official, or as required by the bargaining unit agreement. The selecting official may interview all candidates, some candidates, or none of the candidates referred prior to making a selection. Interview arrangements will be made by the selecting official or his designee.

b. When conducting interviews, the selecting official will not give written performance or job related tests. Selecting officials should structure interviews to include only questions which are job related. Employees absent from the installation when conducting interviews need not be interviewed; however, telephone interviews are encouraged. Under no circumstances will failure to travel for the purpose of an interview be used as a basis for non-selection. Interviewers will not ask questions of a personal or private nature in soliciting information from applicants.

**7-3. REVIEW.** Completed referral lists will be routed through the EEO Office in compliance with the Eighth US Army Affirmative Employment Plan (AEP). The selection will be reviewed by the CPAC prior to forwarding to the CPOC.

#### **7-4. NOTIFICATION OF SELECTION.**

a. The CPAC will notify the selected employee and the activity point of contact to arrange for a release date.



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b. Employees normally have two workdays in which to respond to a job offer made by the CPAC. Failure to respond within this time period after being properly contacted will be considered as a declination of the offer and will be posted in ANSWER accordingly.

### **7-5. EFFECTIVE DATES.**

a. Employers will release selected employees no later than the beginning of the second pay period after the employee accepts the position, if the position is a promotion. Normally, employees selected for reassignment or change to lower grade will be released no later than the beginning of the second pay period. Exceptions are permitted if the losing and gaining activity agrees.

b. The selected employee will be released within 30 days for a PCS move within country and 45 days for PCS moves outside Korea.

c. Placement actions will normally be effective on the first day of a pay period. Actions that return an employee to pay status may be effective earlier, especially if delays would cause a break in service. Placements or appointments in the middle of the pay period are reserved for emergency cases.

## **CHAPTER 8**

### **PROGRAM EFFECTIVENESS AND INTEGRITY**

#### **8-1. INFORMATION TO EMPLOYEES.**

a. The CPAC will ensure that this MPP is readily accessible to employees. In addition to the information in this plan and information provided in vacancy announcements, the CPOC will publish special announcements, articles, and/or guidance whenever there are changes directed by higher authority or when program reviews mandate a change in policies, principles, or procedures.

b. Supervisors will provide information to employees regarding basic principles of Federal merit promotion policies and procedures, promotion opportunities available, and procedures that employees must follow to be considered for higher level positions. In addition, supervisors will provide employees with information concerning the short- and long-range opportunities in their occupational field or specialty.

#### **8-2. PLACEMENT RECORDS.**

a. The CPOC will maintain a complete electronic case file on each promotion/placement action initiated under this plan that will be retained for a period of 2 years. These records will be used for such purposes as evaluating the merit promotion program, providing assurance and evidence that placement actions are being made IAW established merit principles and procedures, and responding to questions about the program or specific actions. Sufficient documentation will be available within the placement records to provide a clear audit trail and permit a complete reconstruction of any action.

b. For each competitive action processed under this regulation, the merit placement electronic case file will contain—

(1) Identification of the specific position filled, including organization and geographic location.

(2) Position description of the job to be filled.

(3) Identification of the applicable qualification standard(s), including any selective placement factors applied.

(4) Required and desired skills used in the evaluation process.

(5) A copy of the vacancy announcement.

(6) Names of all candidates considered.

(7) Qualification determinations on each candidate, including copies of information used in making those determinations.

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(8) The identification of panel members by name, position title, and organization location, if a panel is used to evaluate candidates' qualifications.

(9) A copy of the referral list with the employee(s) selected clearly identified.

**8-3. REVIEWS.** Normally, throughout all stages of an action in process, including the selection of a candidate on the selection certificate, the CPOC will review actions to ensure that non-merit factors do not enter into any part of the merit promotion process. Additionally, the EEO office may conduct a review of actions taken under this plan to further ensure that non-merit factors are not present. Periodic review and appraisals of this plan will be made for the purpose of initiating such adjustments and improvements as needed.

### **8-4. VIOLATIONS/CORRECTIVE ACTIONS.**

a. Failure to adhere strictly to laws, OPM regulations and instructions, DA/DOD policies and guidelines, and provisions of promotion plans constitutes violations as follows:

(1) **Procedural violations:** Not in conformance with the requirements of this plan.

(2) **Program violations:** Failure of DA promotion guidelines to conform with OPM requirements and of the local promotion plans to conform to DA guidelines.

(3) **Regulatory violations:** Actions in which the employee did not meet legal OPM requirements at the time of the action.

b. Erroneously promoted employees may or may not be retained in the position, depending upon the facts surrounding the violation. Employees not promoted or given proper consideration may be given priority consideration for promotion to the position concerned or to the next appropriate vacancy, depending upon the circumstances of the case. In any event, OPM and Army regulations will be strictly adhered to in taking any corrective actions.

c. Violations of the promotion program can have a serious impact on personnel management that goes beyond the particular cases involved. Proper promotion actions are essential to ensure that the agency is being staffed with the best persons available and employees are receiving fair consideration. Thus, management officials have a special responsibility for seeing that violations do not occur either by error or design.

d. The type of action taken against officials responsible for a violation will be as prescribed by laws and regulations regarding military or civilian personnel.

### **8-5. EMPLOYEE COMPLAINTS AND GRIEVANCES.**

a. If a candidate believes that the provisions of this plan were not followed in filling a particular position, or that qualifications were not correctly evaluated in determining eligibility for consideration, he or she should immediately refer any questions to his or her supervisor. Appropriate grievance procedures may be followed if this does not satisfy the employee. Questions should be raised within five workdays from receipt of notice by the applicant.

b. Non-selection from a properly constituted referral list is not grievable.

c. The EEO complaint procedures are covered under 29 CFR 1614 and AR 690-600. Employees who allege discrimination based on race, color, national origin, sex, age, physical/mental handicap and/or reprisal should contact their servicing EEO Office.

**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Eighth US Army (EAGA-CP-SES), Unit #15236, APO AP 96205-5236. This publication is available electronically at: <https://www-eusa-4.korea.army.mil>**

FOR THE COMMANDER:

OFFICIAL:  
WILLIAM D. IVEY  
Colonel, GS  
Chief of Staff



F. W. MORRIS  
Assistant Adjutant General

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**GLOSSARY**

**Section I. ABBREVIATIONS**

|        |   |
|--------|---|
| AAP    | Affirmative Action Programs                               |
| AEP    | Affirmative Employment Plan                               |
| ANSWER | Automated Notification System Web-Enabled Response        |
| CPAC   | Civilian Personnel Advisory Center                        |
| CPOC   | Civilian Personnel Operations Center                      |
| DA     | Department of the Army                                    |
| DCIPS  | Defense Civilian Intelligence Personnel Management System |
| DOD    | Department of Defense                                     |
| EEO    | Equal Employment Opportunity                              |
| GS     | General Schedule  |
| IAW    | In Accordance With  |
| ICTAP  | Interagency Career Transition Assistance Plan             |
| KN     | Korean National   |
| MACOM  | Major Command   |
| MPP    | Merit Promotion Plan                                      |
| NAF    | Non-Appropriated Fund                                     |
| OCI    | Office of Complaint Investigations                        |
| OLA    | Overseas Limited Appointing                               |
| OPM    | Office of Personnel Management                            |
| PCS    | Permanent Changes of Duty Station                         |
| RIF    | Reduction-in-force  |
| RPA    | Request for Personnel Action                              |

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|        |                                       |
|--------|---------------------------------------|
| SME(s) | Subject Matter Expert(s)              |
| SOP    | Standing Operating Procedures         |
| TDY    | Temporary Duty                        |
| U.S.   | United States (of America)            |
| USFK   | United States Forces Korea            |
| VEOA   | Veterans Employment Opportunities Act |
| VRA    | Veterans Recruitment Appointment      |
| WG     | Wage Grade                            |

### **Section II. TERMS**

**Area of consideration.** The area in which an intensive search is made for eligible candidates for a specific competitive placement action.

**Best qualified candidates.** Those candidates who rank at the top when compared with other eligible candidates. The list will be comprised of highly qualified candidates when available and may be comprised of eligible candidates when highly qualified candidates are not available.

**Career promotion.** The promotion of an employee without current competition, when competition was held at an earlier stage. Promotion to a higher grade may be made non-competitively provided the intention was made a matter of record at the time of competitive announcement.

**Change to lower grade.** The change of an employee to a lower grade when both the old and new positions are under the same pay schedule, or to a position with a lower representative rate of pay when the old and new positions are under different pay schedules.

**Commuting area.** Areas I, II, and III are within the same commuting area. Area IV stands alone as a commuting area.

**Desired skills.** Skills that are needed to successfully perform the position being announced. Skills are derived through job analysis conducted by the CPOC and approved by Management.

**Detail.** The temporary assignment of an employee to duties other than those assigned in the current position description.

**Family member.** The spouse, unmarried dependent children, including stepchildren, adopted children, and foster children not more than 23 years of age residing with a member of the U.S. Armed Forces or a U.S. citizen civilian employee of a U.S. Government Agency, including nonappropriated fund activities whose duty station is in a foreign area.

**Highly qualified candidates.** Eligible candidates whose experience, training, and education are such that they possess skills to a degree that indicates they have the potential to perform in the job to be filled in an above average manner

**Job analysis.** The analysis of the duties and responsibilities of a position to determine the required and/or desired skills that will be used as a basis of rating candidates.

**Minimum area of consideration.** The area in which an intensive search is made for eligible candidates in a specific promotion action. Normally, this includes non-temporary employees serviced by the Korea Region CPOC, spouse preference eligibles and current DA employees with competitive status as well as VEOA, NAF/AF Interchange, ICTAP.

**Panel.** Subject matter experts (SMEs) who assist in developing the criteria against which candidates are ranked. Panels will be appointed by the servicing CPAC. Whenever possible, minorities and women will be represented on each panel. The SMEs (except in the case of personnelists serving as SMEs) will occupy a position at a grade level equal to or higher than the target grade of the position being filled and will be capable of making informed decisions regarding criteria and qualifications in the occupation field.

**Promotion.** The change of an employee to a higher grade when both the old and new positions are under the same pay schedule, or to a position with a higher representative rate of pay when the old and new positions are under different pay schedules.

**Rating.** The evaluation of each candidate against the OPM Qualification Standards for General Schedule (GS) and Federal Wage positions.

**Reassignment.** The change of an employee from one position to another, within the same agency, without promotion or change to lower grade.

**Relative.** Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister or adopted child.

**Repromotion.** Applies to the noncompetitive promotion of an employee within the area of consideration who has been demoted without personal cause to a position at his/her former grade, or any intervening grade, for which he/she meets the basic eligibility requirements.

**Required skills.** Skills that are mandatory for the successful performance the duties of the position. Management approves required skills for their position in coordination with the CPOC.

**Resumix.** A commercial software product used throughout Army in the candidate evaluation process to optically scan resumes and match applicants' skills to the skills required by the position.

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**Spouse preference eligible.** The spouse of an active duty military member of the Armed Forces, including a member of the National Guard or Reserves, relocating because of service under a statutory tour. To be eligible for preference, the spouse preference eligible must have entered into marriage with the military sponsor before the military sponsor's receipt of official orders authorizing the permanent change of station relocation.

**Temporary promotion.** The temporary official placement of an employee in a position classified at a higher grade. This action temporarily increases an employee's grade and pay.

**Time-in-grade restriction.** Part 300, subpart F, of Title 5, CFR, restricts advancement to certain positions within the GS by placing a time-in-grade restriction on position changes involving promotion. As a general rule, to be promoted to positions above GS-5, current employees must have served for one year at the next lower grade in the normal line of progression. This restriction does not apply to filling positions outside of the GS pay plan, nor does it apply to appointment from civil service registers, or to conversion into temporary or excepted appointments under VRA. Advancement to positions at grade GS-5 and below is authorized providing advancement is not more than two grades above the lowest grade held within the preceding year.

**Transfer.** The movement of an employee from one Federal Government agency to another agency.